CID FIRE & SECURITY

DAHUA XVR RECORDER

END USER GUIDE

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01

GENERAL OPERATION

MOUSE OPERATION

The USB mouse is the recommended method for controlling the system.

Listed below are the various functions that the mouse buttons perform.

Left Mouse Button:
Enter/Select, Double click to select fullscreen (Live/Playback), Single click > Main Menu (Live)

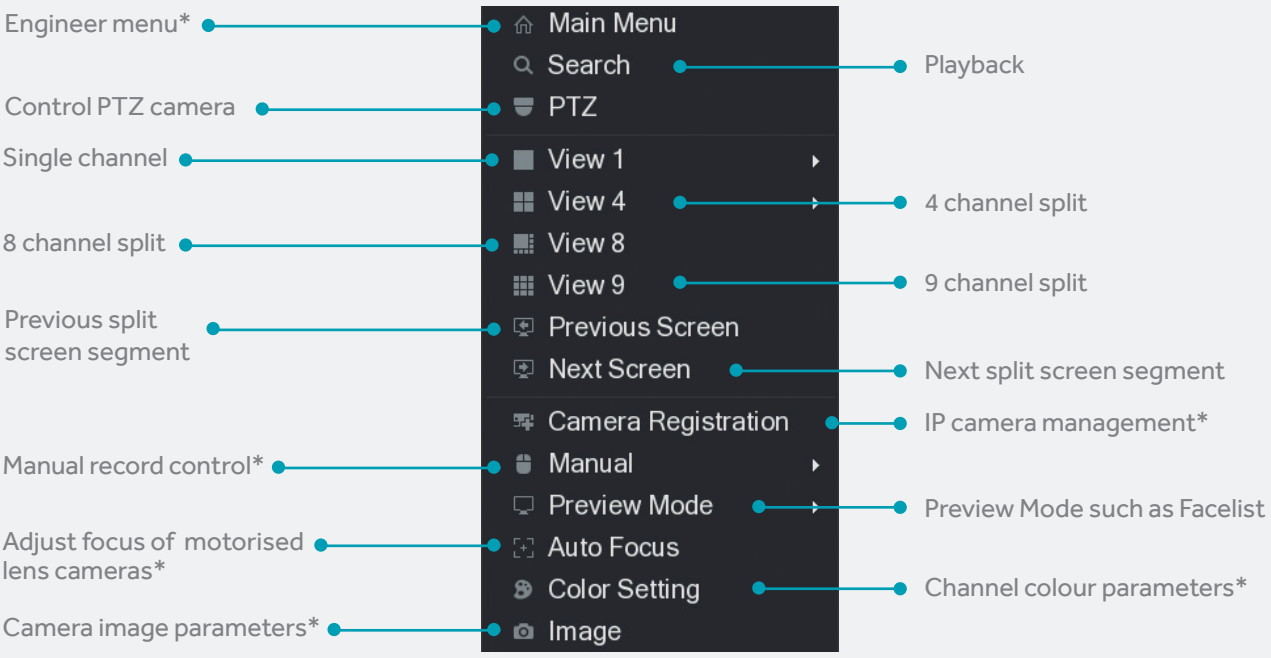
Right Mouse Button:
Back/Exit (Live/Playback), Mouse Menu (Live)

Scroll Wheel:
Digital Zoom (Live/Playback)

MOUSE MENU

With only a few exceptions, all XVR models have the same menu infrastructure. Although there may be some menu differences between models, the majority of features available are the same.

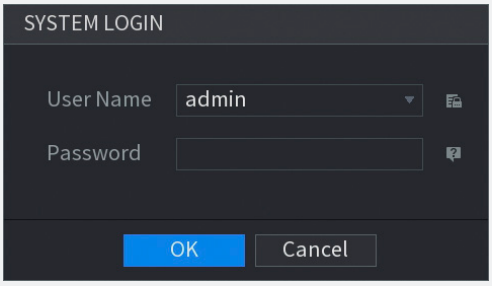
To access features of the system click the **right mouse button.**

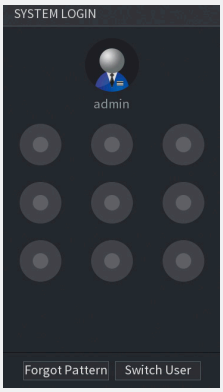


* Feature is considered an engineer function and may require admin privileges. It is recommended care is taken when accessing these functions.

LOGGING INTO THE SYSTEM

When accessing some functions of the system you must first enter your login credentials.
These should have been provided by your CCTV installation engineer.

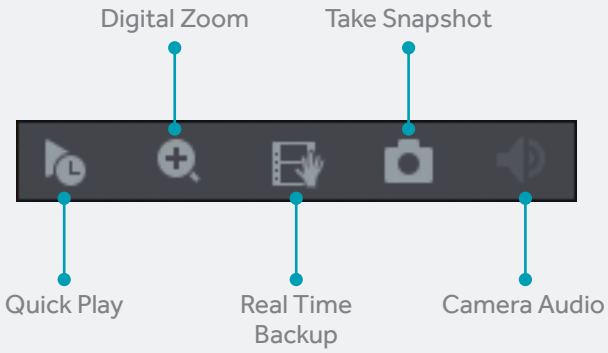




- Select your username from the drop-down menu and enter your password.
- Click OK to log into the system.
- Depending on the configuration of the system, a draw pattern box may appear instead of a user prompt. If you know the draw pattern, use the left mouse button to draw it on the screen.
- If you do not know the draw pattern, left click **Switch User** to display the username and password prompt instead.

QUICK MENU

For access to some features there is a quick menu bar at the top of each camera window.
To access the quick menu bar, hover the mouse cursor in the top centre of a camera channel.



Quick Play
Instantly playback the channel, the default setting is 5 minutes and can be changed in the engineer menu.

Digital Zoom
Use digital zoom to zoom in on an area of the image. To enable digital zoom click the icon, then draw a box in the area of interest using the **left** mouse button. Alternatively digital zoom can be enabled without clicking the toolbar icon, instead simply hover the mouse over the desired camera channel and use the mouse **scroll wheel** to zoom in or out.

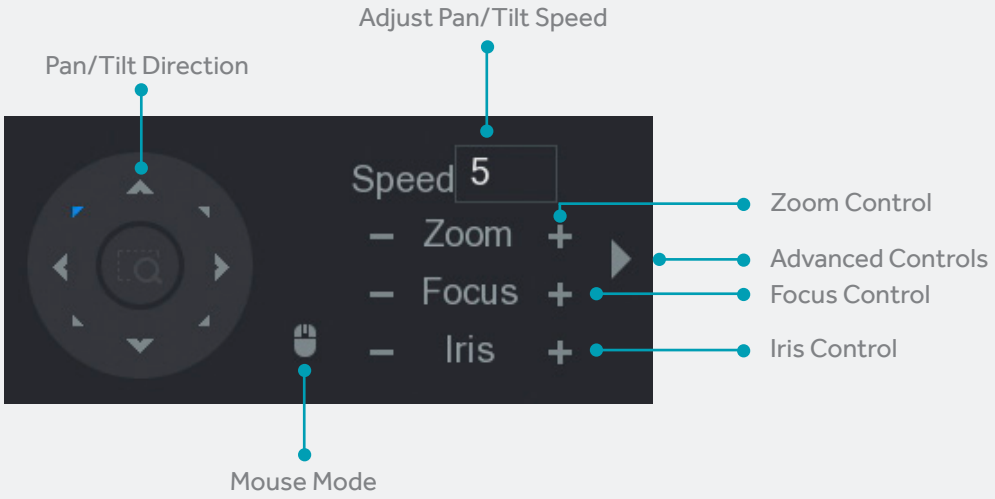
Real Time Backup
With a USB storage device connected, click this icon to copy the real time video to the USB device.

Take Snapshot
With a USB storage device connected, click this icon to save a still image of the camera to the USB device.

PTZ CONTROL

The PTZ feature is designed to control motorised cameras such as speed domes.
To use the PTZ feature, **right click** the desired camera channel and select the **PTZ** option (Fig 1).

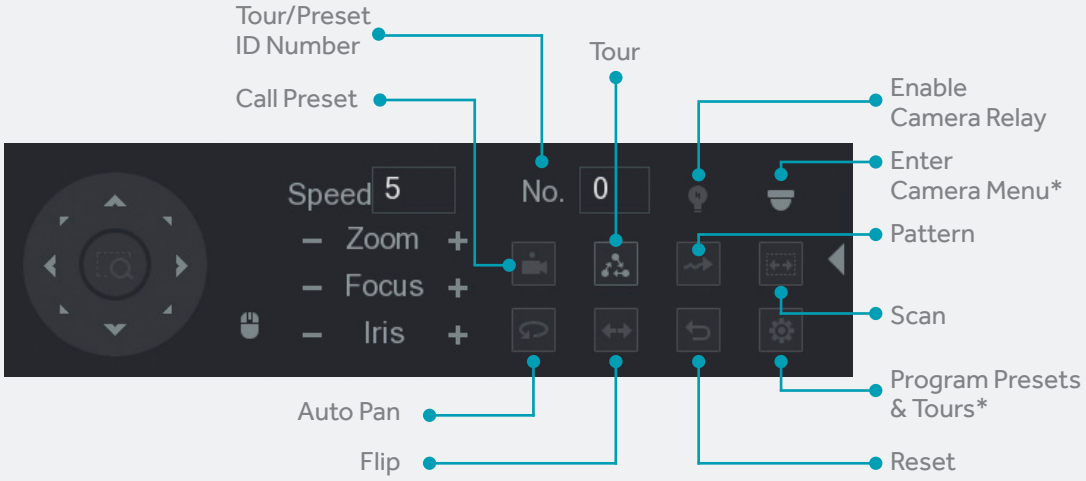
Figure 1



ADVANCED PTZ CONTROLS

Left click the right arrow icon to display the advanced PTZ controls, the PTZ interface will be extended (Fig 2).

Figure 2



* Feature is considered an engineer function. It is recommended care is taken when accessing these functions.

02

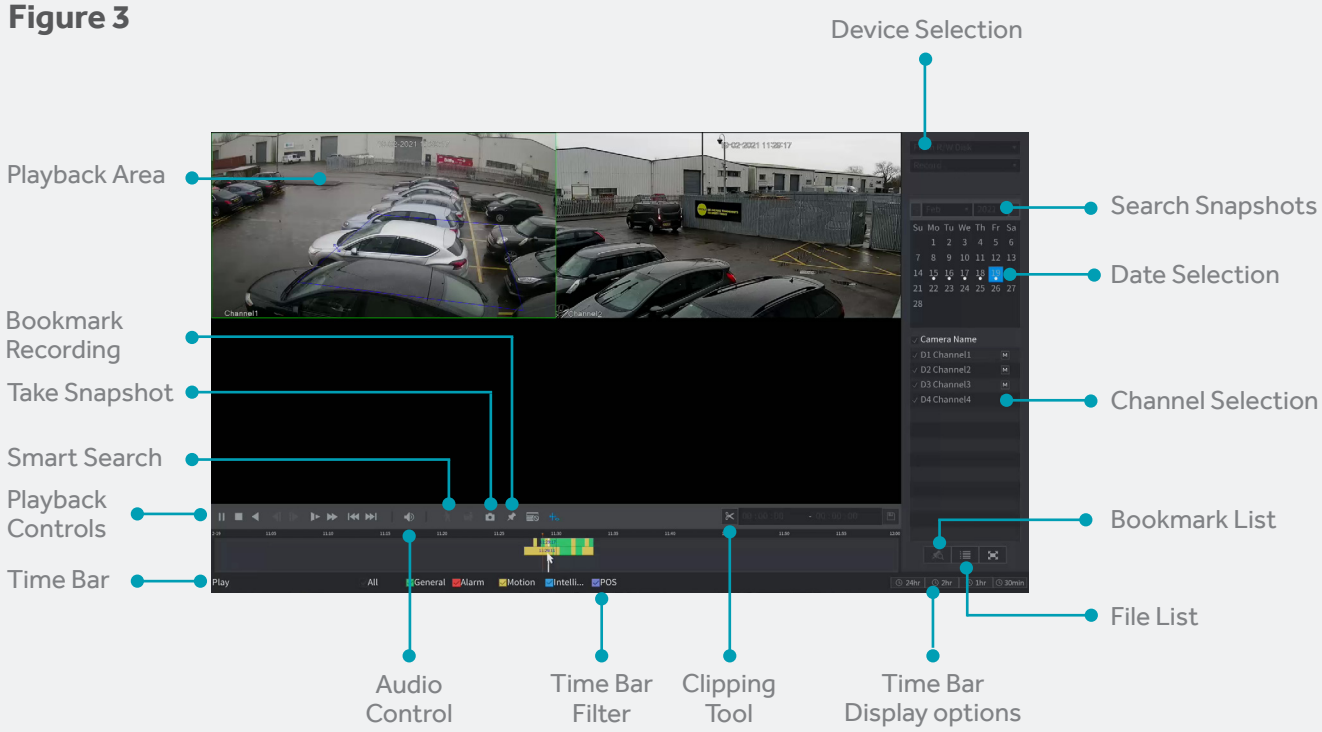
PLAYBACK OPERATION

TIME BAR PLAYBACK

To review recorded footage on the recorder, click the **right** mouse button and select **Search**.

See Fig 3 for an overview of the available functions.

Figure 3



To playback footage from a specifc time period, use the **left** mouse button to select the date, view type and camera channels. The time bar should display available recordings for the chosen cameras and date. To start playback, double click the **left** mouse button on the desired area of the time bar.

Time Bar Filters
The time bar filters the recordings based on type, use the filters at the bottom of the time bar to show or hide types of recordings.

Sync
With the sync option selected, when double clicking the **left** mouse button to start playback all cameras in the chosen view will playback at the same time. With sync unchecked only the camera that is clicked on will start to play. This allows different channels to playback different times simultaneously.

Audio Control
Adjust the slider bar up or down to increase or decrease the volume level.

Bookmark Recordings
Select the bookmark option during playback to place a marker for later viewing. Bookmarked recordings can be viewed in the bookmark list option.

Device Selection
Use this option to playback copied footage from a USB memory stick.

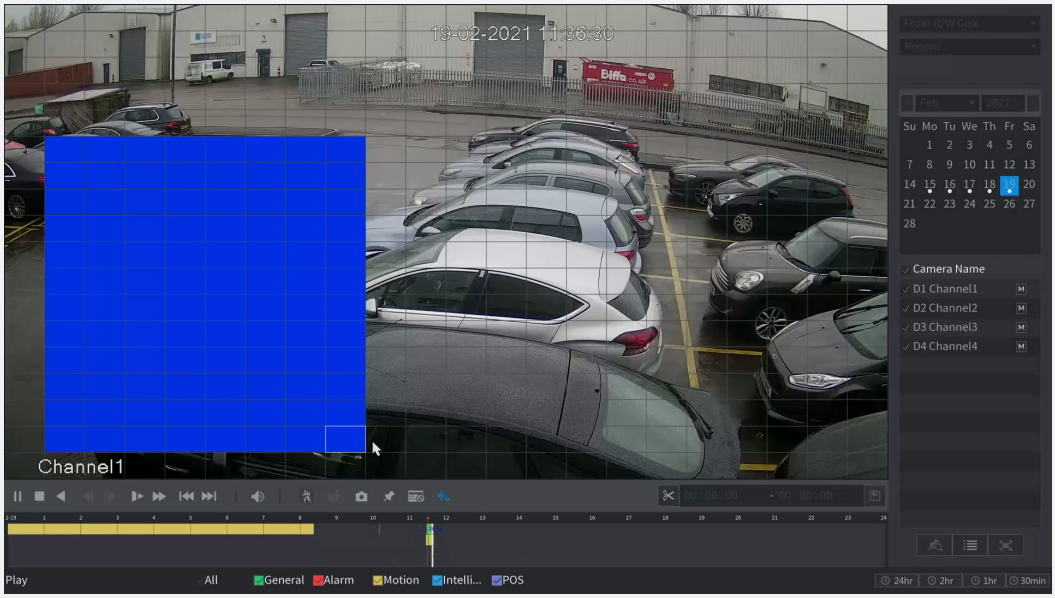
Take Snapshot
During playback select this option to save a still image to a USB memory stick.

SMART SEARCH

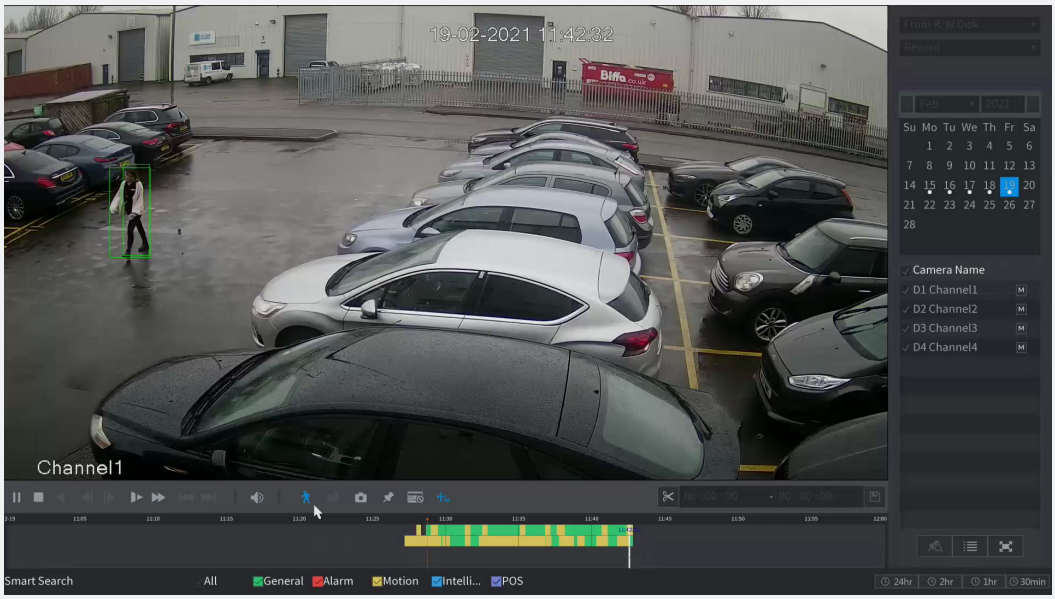
Smart search can be used to playback footage where movement has occurred on a specific section of the camera image. To playback using smart search see the steps below.

Note: motion detection MUST be enabled on the camera for smart search to work and is only supported when using Dahua cameras.

- Start playback and display the desired camera channel in single screen view.
- Select the icon, a grid will be displayed over the camera image.



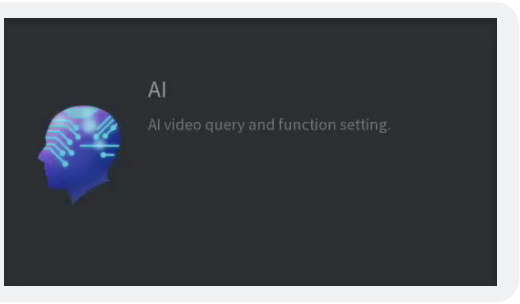
- Hold the **left** mouse button to draw a box around the area of interest.
- Once done release the **left** mouse button and select the icon, the system will now playback footage where movement has taken place within the chosen area.



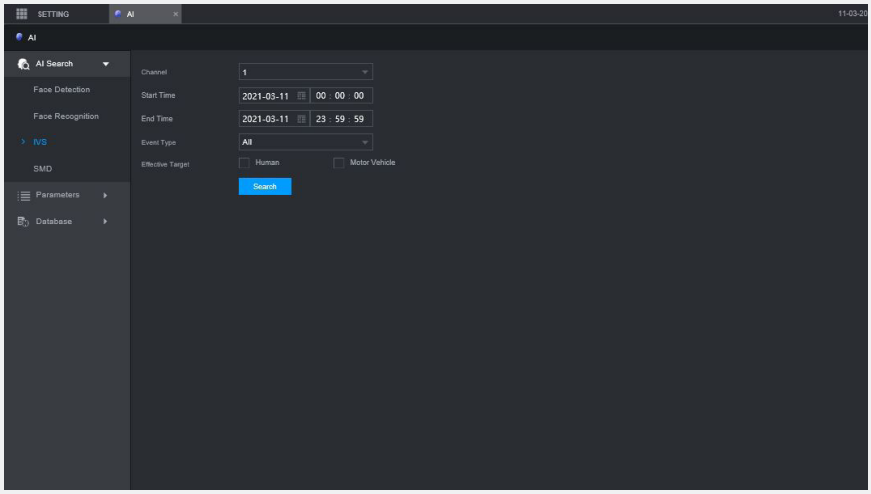
AI SEARCH

Note: AI search is only available if intelligent events have been configured by the engineer.

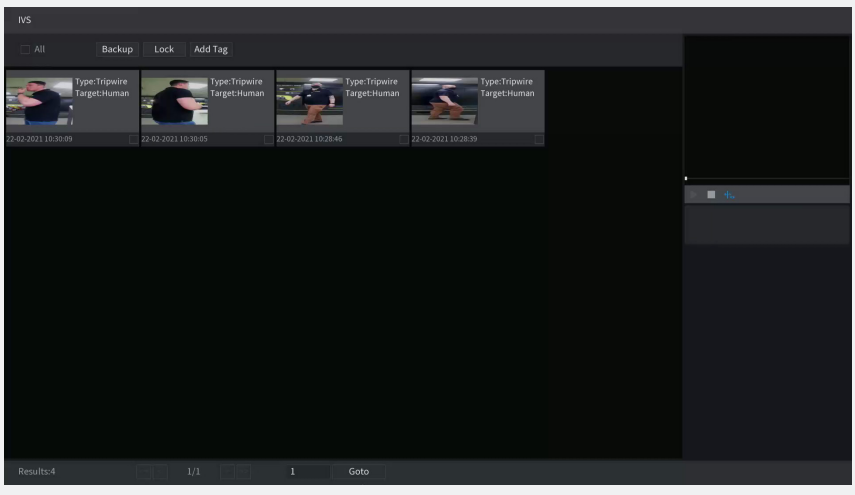
- AI search is designed to playback events such as tripwires, intrusion or abandoned/missing object.
- To view a list of intelligent snapshots, first enter the main menu and select **AI** using the **left** mouse button.



- Select the channel number to search using the channel drop-down box.
- The type of events to search can be filtered using the **Event Type** drop-down box.
- Enter the required search period by selecting the **Start** and **End** times using the **left** mouse button.
- Click **Search** to display a selection of snapshots that match the search criteria.



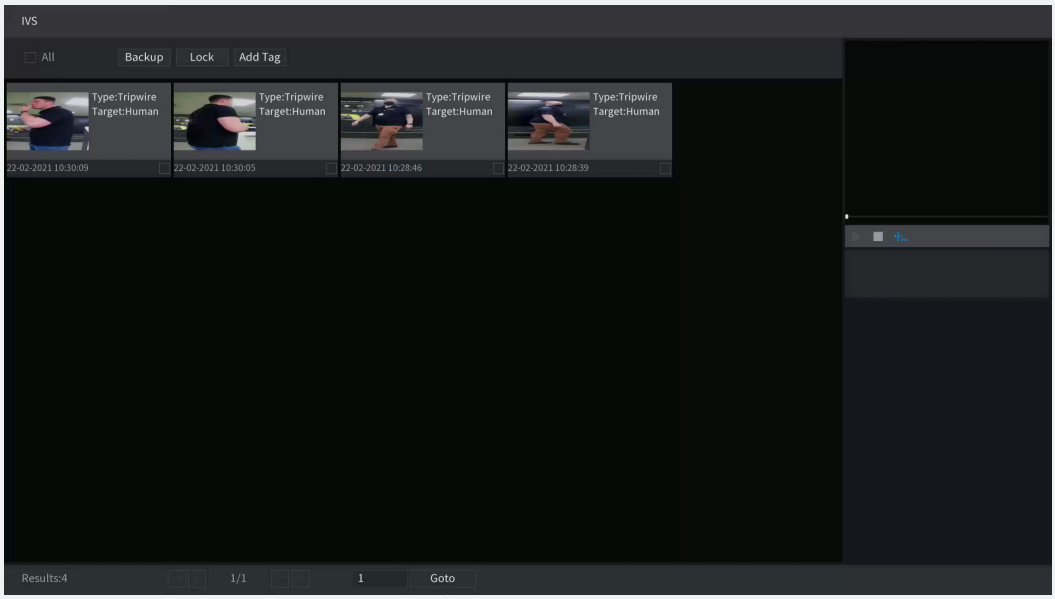
- To playback an event, simply select it using the **left** mouse button, double click the video to display the event fullscreen.



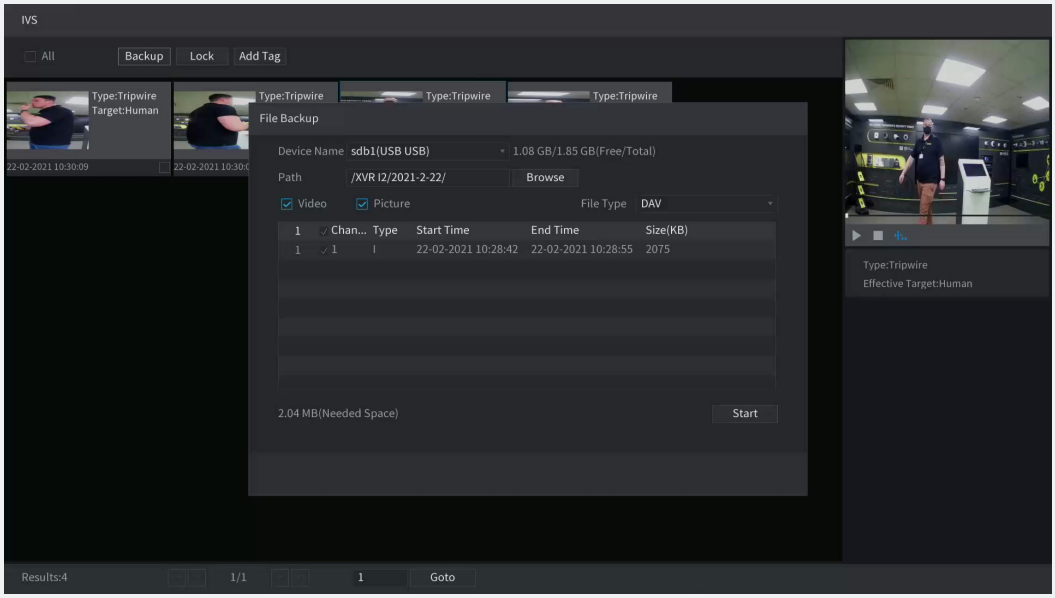
EXPORTING AI EVENTS

After performing an AI search (page 8) it is possible to perform an export of the video events to a USB memory stick quickly.

Select the video clips to export by checking the tick box using the **left** mouse button.



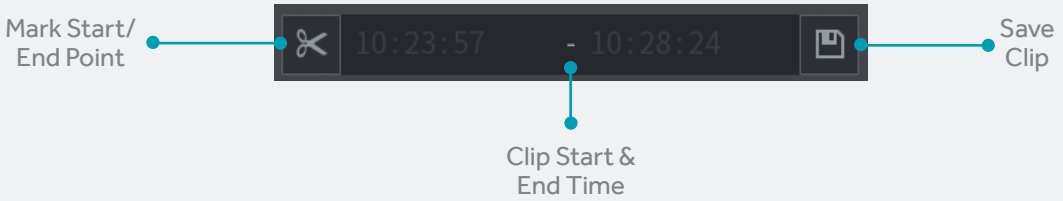
Once the desired video clips have been selected, **left** click the **Backup** button. A USB memory stick must be connected before proceeding.



The contents of the USB memory stick will now be displayed. It is possible to browse to a folder for the backup using the **browse** button or simply **left** click the start button to begin the backup.

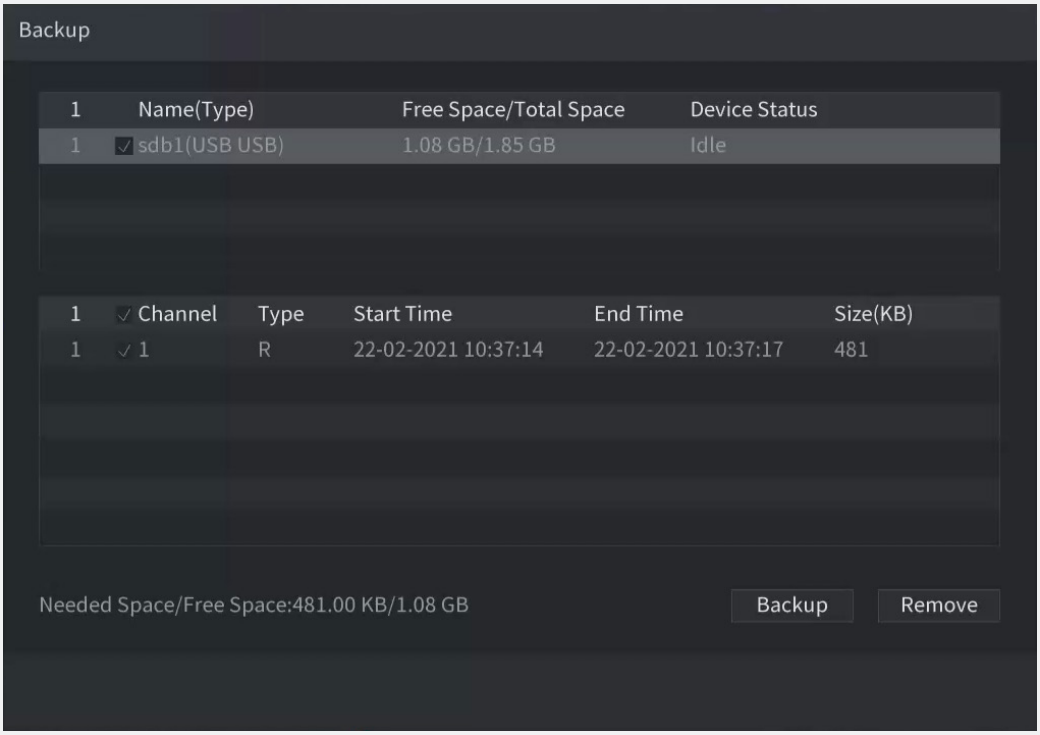
CLIPPING TOOL

The clipping tool feature is a built in method to quickly backup individual incidents by marking the start and end points to copy, it is located in the bottom right of the playback interface.



To backup recordings using the clipping tool follow the steps below.

- Start playback and navigate to the point at which to start the copy.
- Mark the clipping start point by clicking the button.
- Navigate to the copy end point.
- Mark the clipping end point by clicking the button again.
- With a USB memory stick connected, Click the button to enter the backup menu.



- Select the device that will be used for the backup in the top list.
- Select which files to copy in the bottom list.
- Click the **Backup** button to proceed to the next step (See page 12).

03

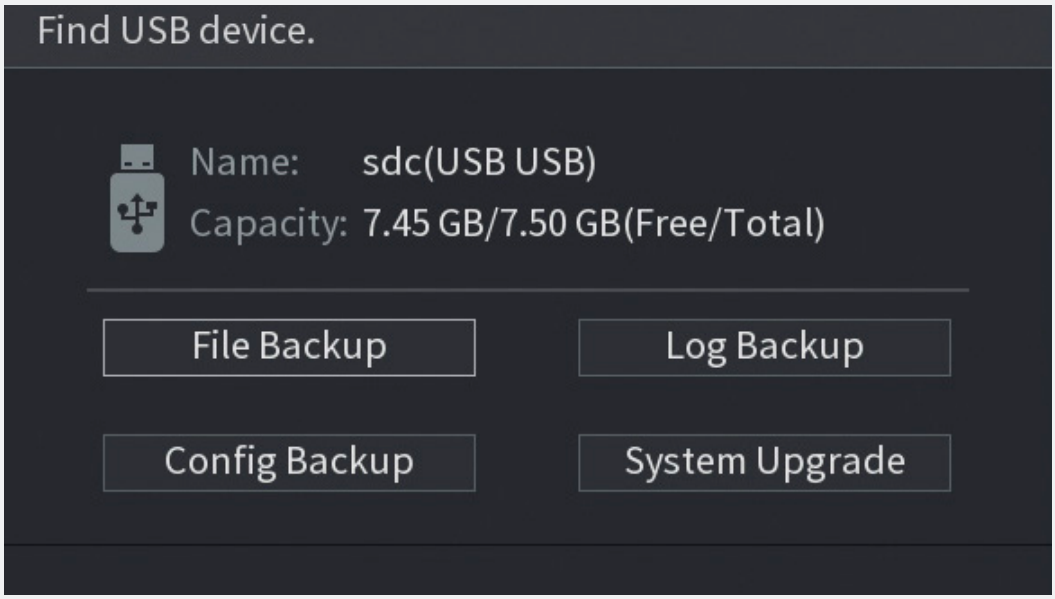
BACKUP & PC PLAYBACK

BACKUP

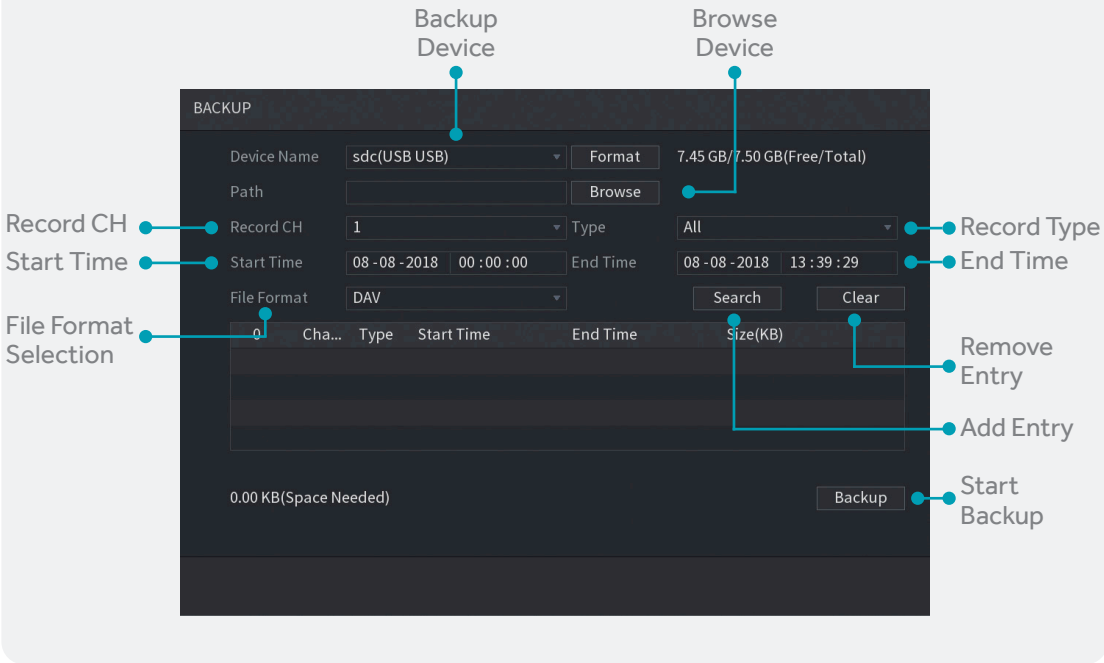
When exporting video recordings from the system on to an external device the backup feature is used.

To access the backup menu insert a USB media device into the USB port of the system, the **Find USB device** pop up window should appear.

Select **File Backup**, the backup menu will now be displayed.



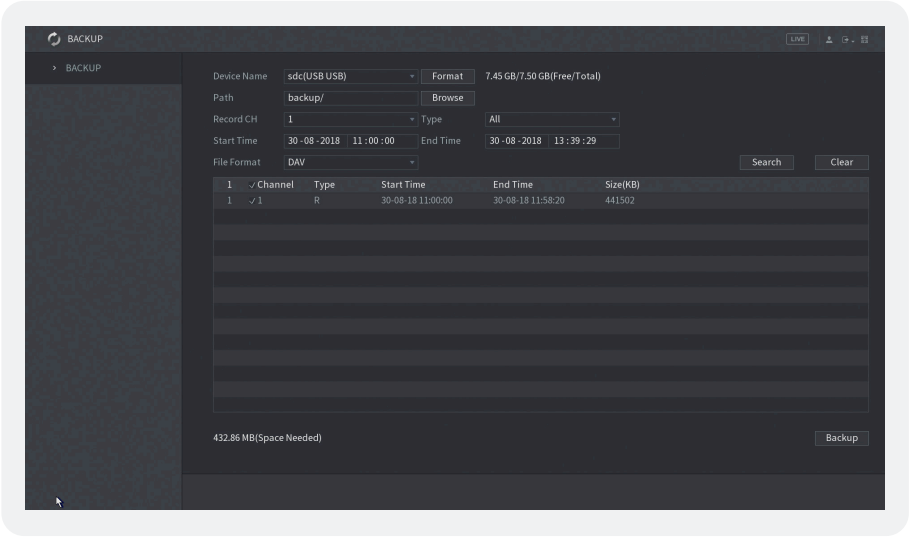
Alternatively, enter the main menu of the system and select the **BACKUP** option.



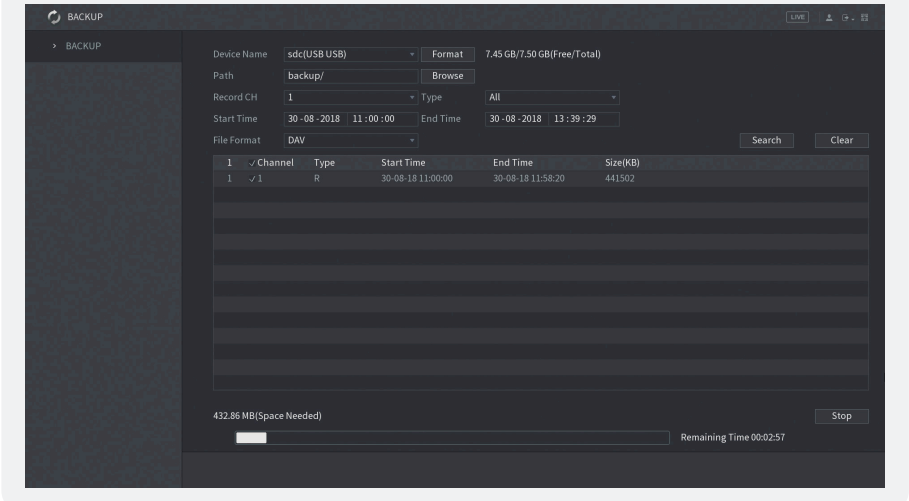
With the backup menu displayed it is possible to add specific dates/times, camera channels and record types. Mutliple backup entries can be created so that different incidents can be backed up simultaneously.

To create an entry to be copied follow the steps below.

- Select the backup USB media to be used by clicking the **Browse** button.
- Click the **Device Name** drop-down box and select your backup device.
- When backing up to USB devices it is recommended that a format is performed. Click the **Format** button in the top right corner of the window before attempting to backup to perform a format.
- **Note: Formatting the USB device will delete all data on the device!**
- Once the correct backup device has been selected click the **Save** button.
- Select the type of record to be copied by selecting the **Type** drop-down box. There are multiple options including regular, continuous, motion detection, intelligent & alarm.
- Input the time to start the backup from in the **Start Time** field.
- Input the time to stop the backup in the **End Time** field.
- Select which camera to copy by clicking the **Record CH** drop-down box.
- Select the file format to use for the copy by clicking the **File Format** drop-down box, recommended option is DAV.
- Click the **Search** button to add as an entry into the backup list.



Click the **Backup** button to move to the next step, if more entries are required input them before proceeding.

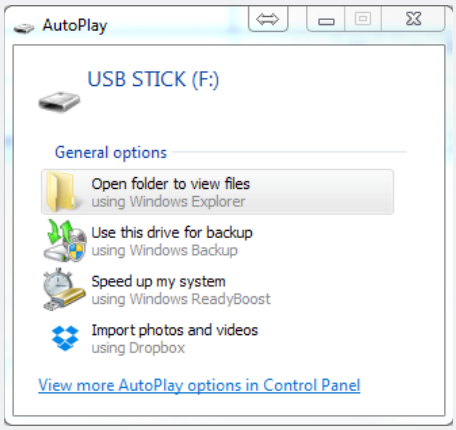


During the backup process a progress bar is displayed with an estimated completion time. Once the backup is finished a **Backup Completed** message will be displayed.

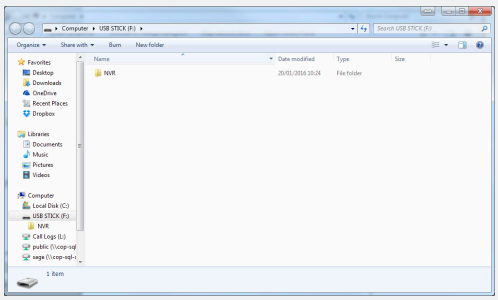
PC PLAYBACK

When footage is copied from the XVR to a media device such as a USB memory stick, the playback software is also copied automatically. The following section only applies to Windows based computers, for Apple Mac computers the **Smart Player** program for Mac must be used.

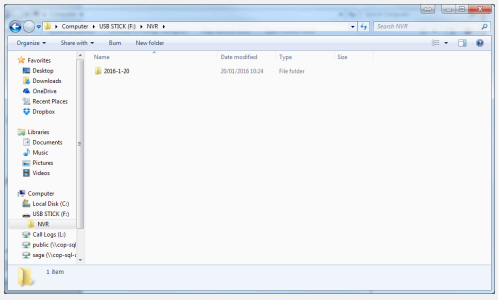
To playback footage from the media device, insert the media into the PC and follow the steps below:



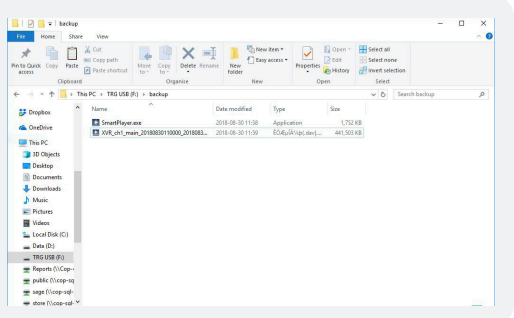
- A windows pop up should appear, click **Open folder to view files.**



- With the media directory shown, double click the XVR folder.



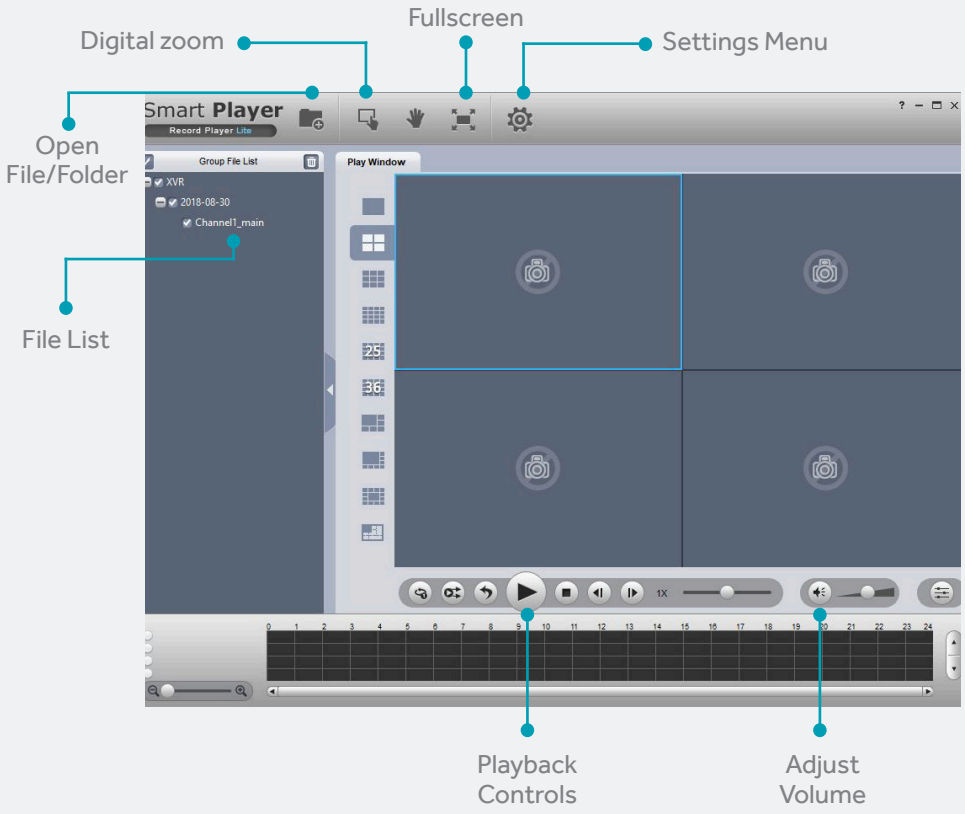
- Any footage copied from the XVR should be arranged in folders by date. Double click the folder for the date you wish to playback.



- Now the contents of the folder will be displayed, double click Smart Player to run the playback program.

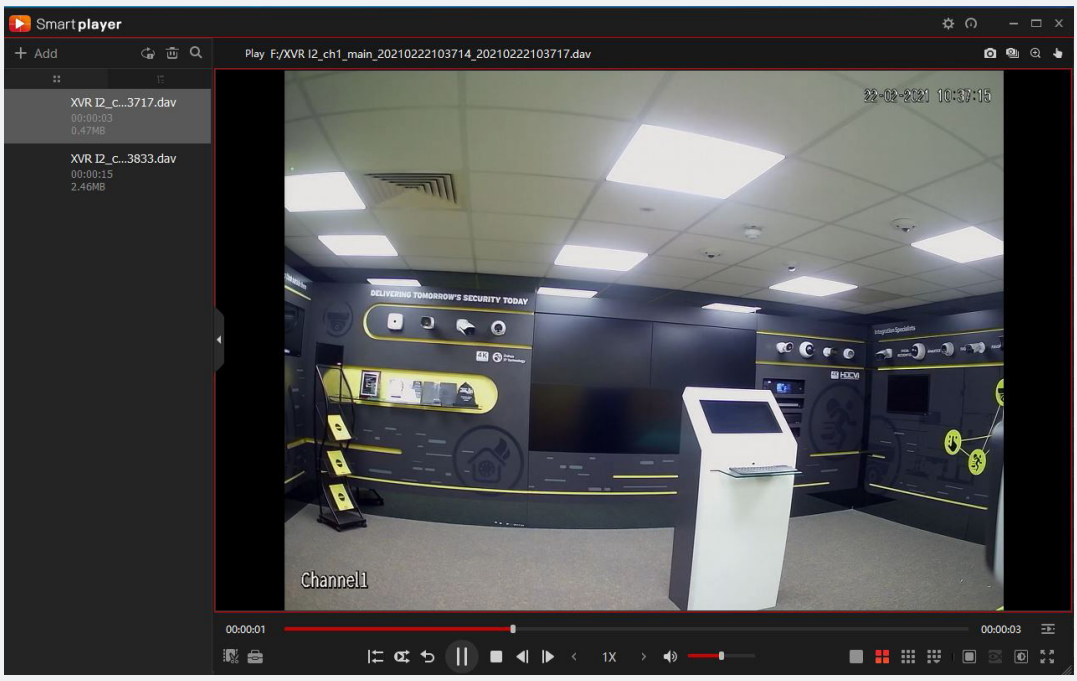
After double clicking the **Smart Player** program, the playback software should open and available video files will be displayed in the file list.

To start playback double **left** click the file in the file list.



Smart Player v4

Smart Player v4 is an alternative to the basic playback software, offering a wider range of features. Smart Player is available to download for both Windows and Apple OS.



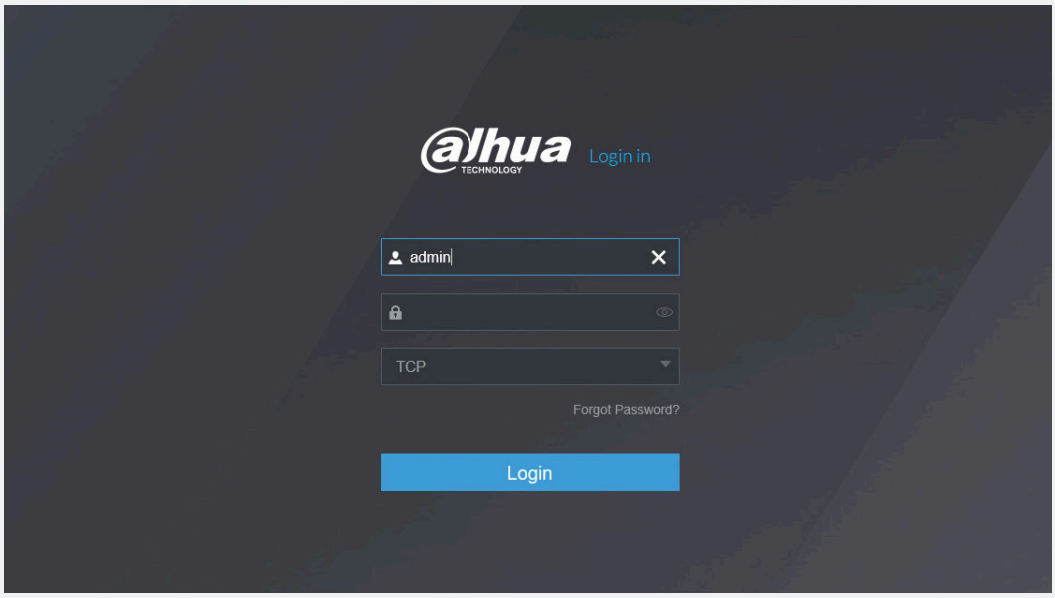
04

REMOTE ACCESS

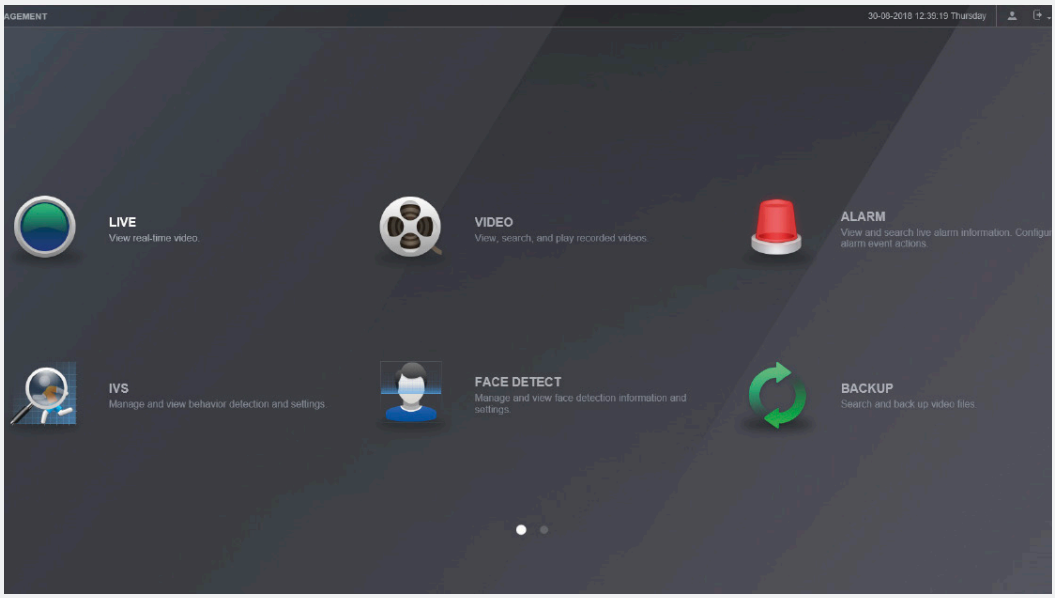
WEB BROWSER OPERATION

All Dahua XVR's are fully accessible using the built in web browser interface. Multiple internet browsers are supported including; Internet Explorer and Safari (Mac). The following section of this guide is based on Internet Explorer.

To access the XVR type the IP address or domain into the web browser address bar (this should have been provided by your CCTV engineer). When the web browser login page is displayed enter your login credentials and click the **Login** button.



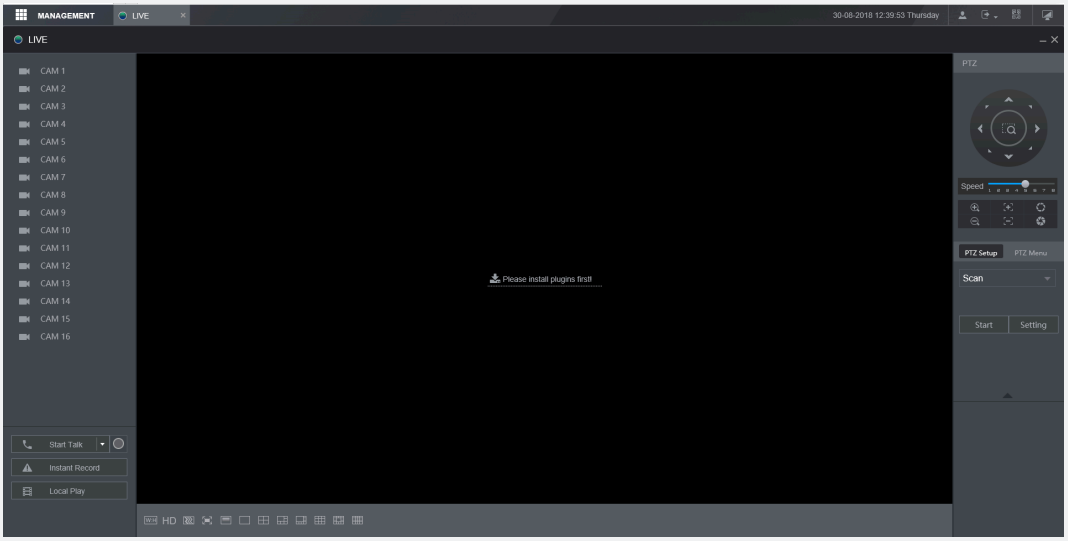
To view the live streams from the camera system, **left** click the **LIVE** option



When operating the web browser, select the to return to the main menu, located top right hand side of the screen.

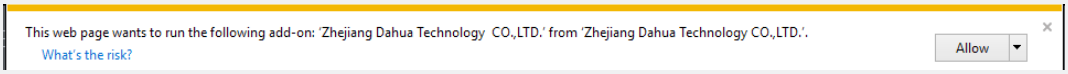
Before viewing the live cameras, the web browser plugin must be installed.

Left click the "Please install plugin" option.

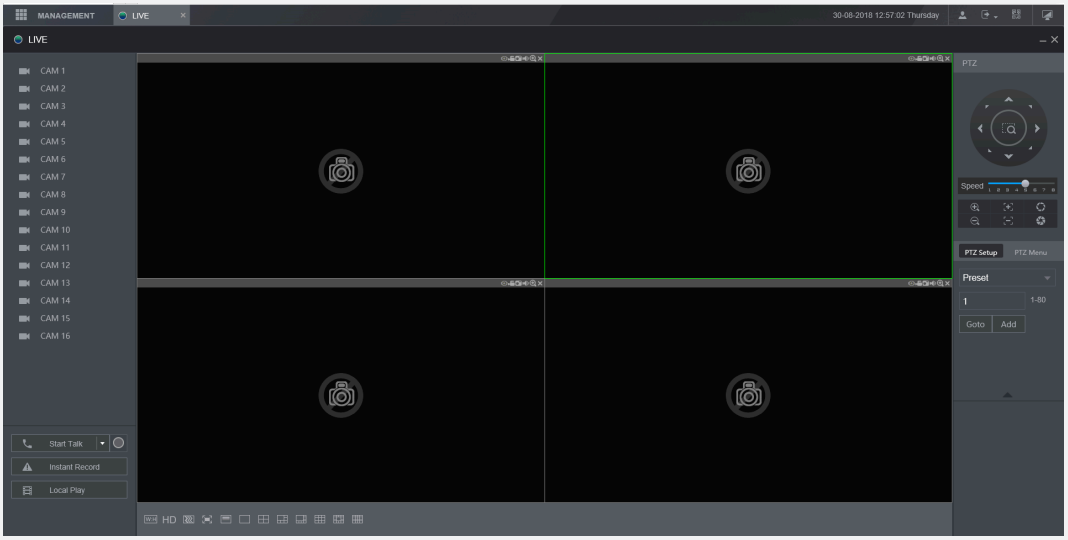


When prompted click **Run** to run the plugin setup program.

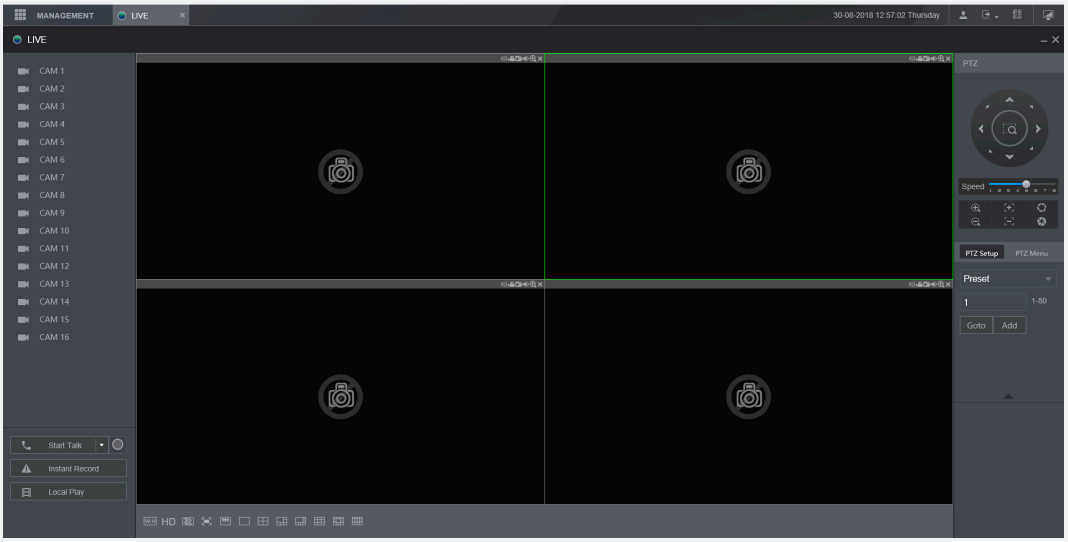
Click **Allow** to run the plugin.

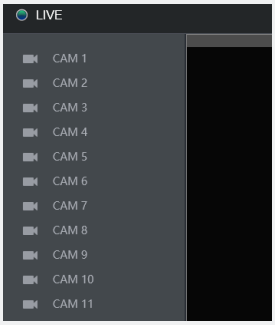


Re-enter your login information to log back into the system, then select the **LIVE** option.



After entering the live section of the web browser, the following page is displayed.

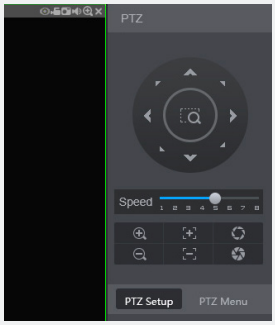




Channel List

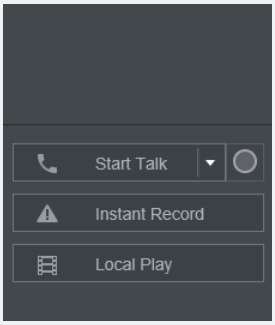
To start viewing camera images click the channel names to stream within the channel list. Click the down arrow to select **Main Stream** or **Extra Stream.**

Where slow internet connections may be an issue, extra stream can be used to view a lower quality stream that may improve performance.



PTZ control

Use the PTZ function buttons to control PTZ cameras. Options include pan, tilt, zoom, go to preset and more.

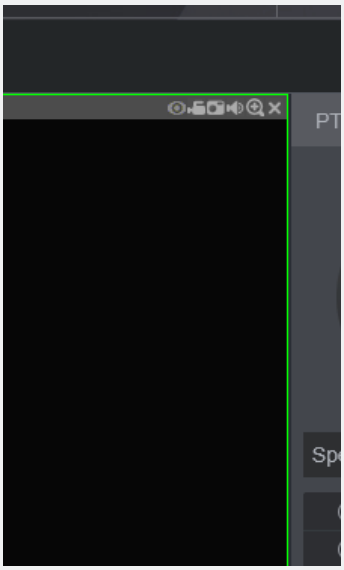


Function Controls

Start Talk
Use for bi-directional talk

Instant Record
Record the live image to the computer

Local Play
Playback recorded files stored on the computer



Channel Options

Options from left to right:

Digital Zoom
Zoom in on camera image

Instant Record
Record the live image to the computer

Snapshot
Capture still image and save to the computer

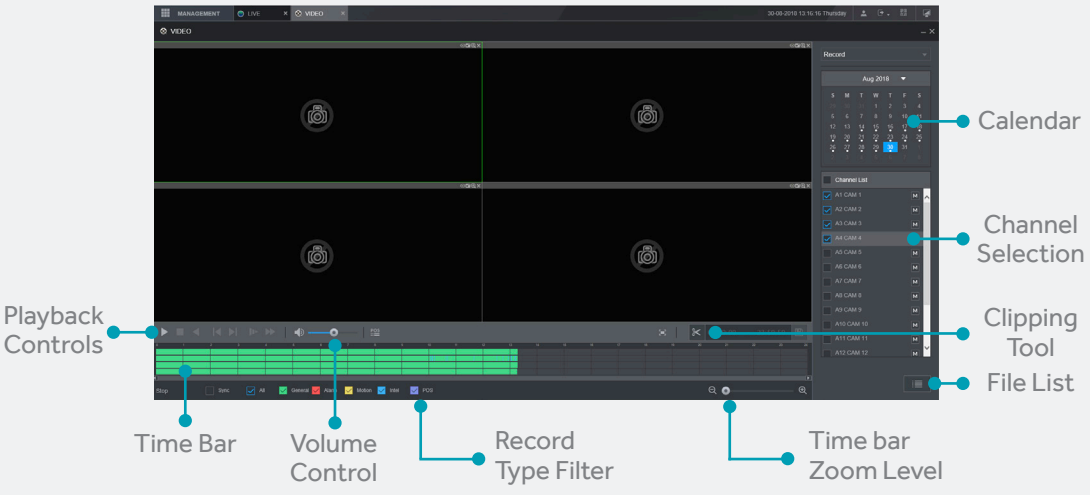
Audio
Toggle camera audio on or off

Close
Stop streaming camera image

WEB PLAYBACK

To playback a specifc time from the system, follow the steps below:

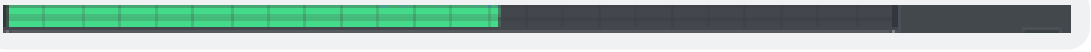
- Select the desired date using the calendar.
- Select how many cameras to play using the channel selection area, such as a single camera or four.
- The time bar should now populate with all available recordings for the chosen date. The coloured segments represent the type of record. Green indicates continuous record, whereas yellow and red represent motion detection and alarm inputs respecitvely.
- Single click a desired area along the time bar to playback footage from this time.
- Use the playback controls to pause, stop, change play direction and also increase or decrease the play speed.
- Double click a camera channel to display that channel in single screen.



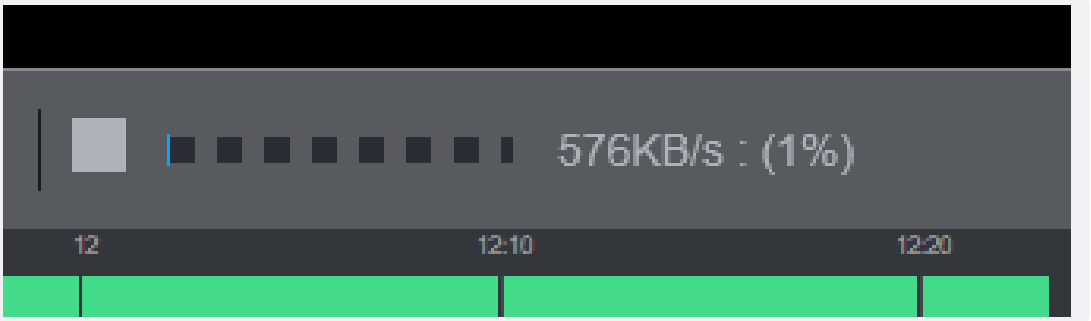
Clipping Tool

The clipping tool feature is a built in method to quickly backup individual incidents by marking the start and end points to copy, it is located in the bottom right of the playback interface.

- Click the icon to enable clipping mode.
- A white arrow symbol should appear at both the start and end of the time bar.
- Mark the start point by sliding the **left** arrow to the time where the copy should start.

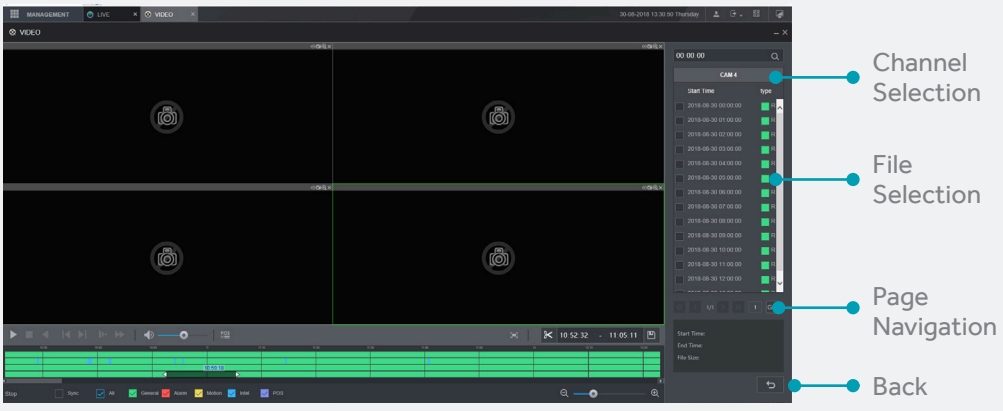


- Mark the end point by sliding the right arrow to the time where the copy should end.
- To start the copy, click the icon and choose a save path.
- A progress bar will now appear in place of the clipping tool. When the bar reaches 100% the copy is complete.



PLAYBACK BY FILE

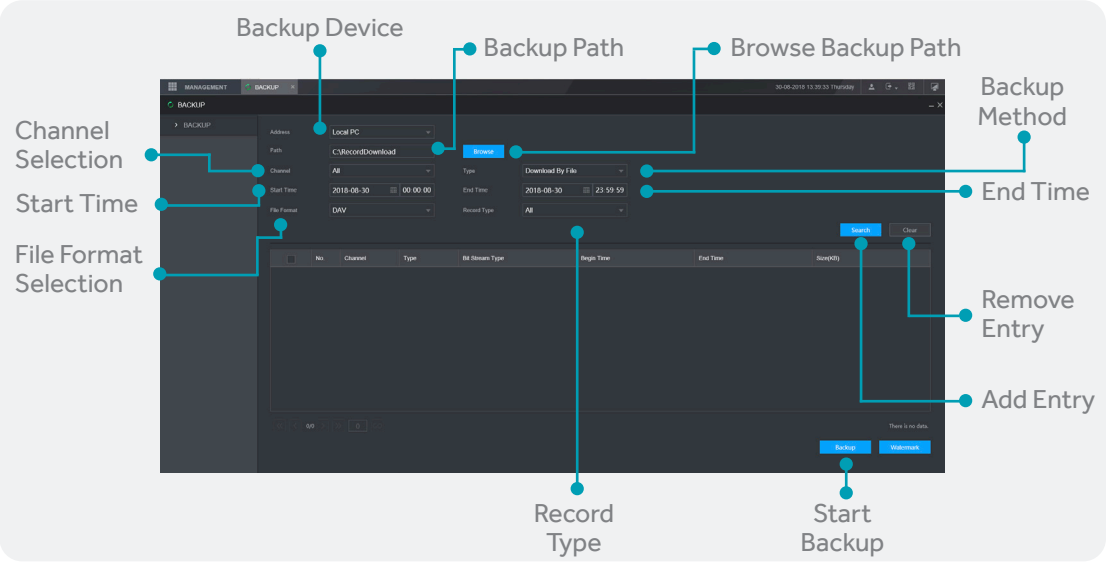
Click the **File List** button to list all of the available recordings by file rather than by time. By default each channels recordings are stored as individual 60 minute files (excluding event files).



Click the desired file in the list to start playback.

BACKUP

From the main menu select the **BACKUP** option.



- To copy a specific time range to the computer first select which channel to copy using the **Channel Selection** box.
- Input a time and date range to copy using the **Start Time** and **End Time** selection boxes.
- Click **Search** to perform a search of the entered criteria.
- Click **Backup** to begin the backup process.

NOTES

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